

LEGAL SECRETARY

DEFINITION

Under general supervision, to perform specialized, confidential and diversified legal secretarial work; to assist in scheduling and the handling of City Hall office details; to relieve legal staff of administrative details; to provide secretarial support to the City Manager; to serve as Deputy City Clerk; and to perform related work as required.

CLASS CHARACTERISTICS

This is a paraprofessional classification, reporting to the City Attorney or his/her designee. Incumbents in this class are expected to independently accomplish duties that involve exercising sound decision making and proper judgment.

EXAMPLES OF DUTIES (Illustrative Only)

- Types, edits and formats legal documents including pleadings, briefs, opinions, ordinances, resolutions, contracts, and correspondence
- Handles the court filing and service of legal documents
- Handles routine departmental correspondence independently, and maintain files of correspondence, contracts, legal opinions and other records and documents
- Assists staff by performing duties related to special assignments or projects including researching and compiling information
- Maintains law library
- Provides information in person or over the telephone relative to departmental procedures, policies, and records
- Assists the City Clerk by processing mail, preparing agenda packets, and maintaining files
- Provides copies of resolutions, ordinances, agendas and minutes in the capacity of Deputy City Clerk
- In the absence of the City Clerk, attends meetings and takes and transcribes official minutes
- Coordinates and makes travel arrangements; maintains appointment and hearing schedules and calendars; arranges meetings and conferences
- Performs clerical and secretarial duties related to department activities such as typing, filing and distributing mail

QUALIFICATIONS

Knowledge of

- Legal terms, forms and documents
- Court procedures and requirements
- Operating procedures of a legal office
- City Clerk duties and responsibilities
- Laws, rules and regulations governing public agency meetings
- Principles and practices of technical report and business letter writing
- Correct English usage, grammar, spelling and punctuation
- Modern office practices and technology, including typical personal computer hardware and software applications
- Basic arithmetic

Skill in

- Performing legal secretarial duties with little supervision
- Researching and analyzing information and data
- Working with accuracy and thoroughness under tight deadlines
- Understanding and carrying out oral and written instructions
- Organizing work activities, meeting deadlines and completing work accurately
- Operating a variety of office equipment including personal computers, fax machines, copiers, etc.
- Communicating clearly and concisely, both orally and in writing
- Maintaining accurate and effective filing systems and records
- Maintaining confidentiality of all records and information within the department
- Performing simple mathematical calculations
- Accurately transcribing from dictating equipment
- Typing accurately at a minimum of 60 words per minute
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to the completion of the 12th grade, supplemented by course work in paralegal support or a related field and four (4) years of increasingly responsible legal secretarial experience.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.